



MASTER FILE
DEPARTMENT OF THE NAVY
NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEKINST 8000.5
NO2SP
20 Aug 99

NAVPHIBASELCREEK INSTRUCTION 8000.5

Subj: PROCEDURES CONCERNING USE OF NAVPHIBASE LITTLE CREEK
INDOOR AND OUTDOOR RANGES

Ref: (a) NAVSEA OP 5, Volume 1, 6th Revision
(b) OPNAVINST 3591.1 (Series)
(c) OPNAVINST 5100.23 (Series)
(d) SPCCINST 8010.12 (Series)
(e) COMNAVSURFLANTINST 3000.2 (Series)
(f) NAVPHIBASELCREEKINST 5100.1 (Series)
(g) NAVPHIBASELCREEKINST 5440.1 (Series)
(h) 29 CFR 1910.1025
(i) Standard Operating Procedures NAB-ORD-003

Encl: (1) NAVPHIBASE LCREEK Indoor Range Safety Brief
(2) NAVPHIBASE LCREEK Outdoor Range Safety Brief
(3) NAVPHIBASE LCREEK Civilian Release of Liability Form
(4) NAVPHIBASE LCREEK Vehicle and Weapons Registration
Form
(5) NAVPHIBASE LCREEK Indoor Range Cleaning Assignment
Sheet
(6) NAVPHIBASE LCREEK Outdoor Range Cleaning Assignment
Sheet
(7) Certification of Completion of Required Classroom
Instruction

1. Purpose. To promulgate direction in scheduling and use of Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK) Indoor and Outdoor Ranges. Changes to this instruction constitute a major revision; therefore, additions, deletions, or changes are not individually marked.

2. Cancellation. This instruction cancels NAVPHIBASELCREEKINST 8000.2C, 8000.3, and 8000.4.

3. Scope. This instruction is applicable to all commands utilizing NAVPHIBASE LCREEK Indoor and Outdoor Ranges.

4. General. The Indoor and Outdoor Ranges are available for training subject to the provisions of references (a) through (i), this directive, and applicable safety regulations.

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NAVPHIBASELCREEKINST 8000.5

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a. The Indoor and Outdoor Ranges are operated to support approved Navy training courses of instruction and Naval watch standing qualifications. No marksmanship courses of fire will be authorized.

b. Military personnel using the ranges will be in the prescribed Uniform of the Day.

c. Weapons cleaning will be accomplished at stations provided for this purpose at the ranges and base armory.

5. Description

a. Indoor Rifle Range: Located in building 3517 onboard NAVPHIBASE LCREEK. The range has 16, 25-yard firing points, 14 of which are currently available for use. Automatic firing is authorized. The range is authorized for rifle and pistol firing.

b. Indoor Pistol Range. Located in Building 3517 onboard NAVPHIBASE LCREEK. The range has 15 firing points at 3, 7, 15, and 25 yards. Automatic firing is authorized. The range will not be used for rifle firing.

NOTE: Shotgun is not authorized within the indoor range due to a mechanical hazard to the bullet collection system.

c. Outdoor Rifle Range. Located to the West of the officer's beach on D Street onboard NAVPHIBASE LCREEK. The range has firing lines at 25, 100, and 200 yards. Each line has 10 firing points. Live firing up to and including M-60 machine guns is authorized.

d. Outdoor Pistol Range. Located to the East of the officer's beach on D Street onboard NAVPHIBASE LCREEK. The range has firing lines at 15 and 25 yards. Each line has 10 firing points. Additionally, a point combat pistol course using silhouette targets and firing points at the 3, 7, 15, 25 yard lines is co-located on the range and available for day firing.

NOTE: The Range Safety Officer will closely monitor automatic fire to ensure it is being conducted safely.

6. Explosive Limits. Activities will provide their own ammunition (Condition Code "A").

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a. Use of explosive ordnance or ammunition in training areas is subject to special control and restrictions due to the close proximity of civilian communities and recreation areas.

b. Ordnance authorized for the Indoor Ranges are as follows:

(1) Pistol Range: Small arms (.45 caliber or less).

(2) Rifle Range: Small arms (7.62 mm or less).

NOTE: Use of steel jacketed/projectile, steel shots, tracers, incendiary, and/or armor piercing ammunition is not authorized on the Indoor Ranges.

NOTE: Firing lanes 15 and 16 are shutdown by occupational health due to inadequate ventilation cross flow across those lanes.

c. Ordnance authorized for the Outdoor Ranges is as follows:

(1) Pistol Range: Small arms (.45 caliber or less) shotgun shells (all gauges).

(2) Rifle Range: Small arms (7.62 mm or less), shotgun shells (all gauges), M-60.

NOTE: Use of tracer ammunition is not authorized on the outdoor ranges.

7. Priority for use of Rifle and Pistol Ranges. Due to the extensive requirement to satisfy small arms instructor training courses and weapon qualifications, the following priorities for use of the NAVPHIBASE LCREEK ranges will be used:

a. Midshipmen Orientation Training.

b. Training conducted by Expeditionary Warfare Training Group Atlantic in the implementation of regularly scheduled training courses listed in the Catalog of Navy Training Courses.

c. NAVPHIBASE LCREEK Security Department weapons qualification.

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d. Ship/unit weapons qualification/familiarization necessary to satisfy pre-deployment training requirements (must be within 90 days of deployment date).

e. All other ship/unit weapons qualification/familiarization.

8. Scheduling. The NAVPHIBASE LCREEK Range Supervisor is responsible for scheduling the use of the ranges. Requests for use of small arms range service must be accomplished either in person, fax on command letterhead signed by the Commanding Officer or by direction (commercial 462-3260, DSN 253-3260), or Naval message. Quotas will be granted a maximum of 60 days in advance. A prioritized waiting list will be maintained. In the event a command cancels, the NAVPHIBASE LCREEK Range Supervisor will contact the ships/units on the waiting list in order of precedence for available range time.

9. Hours of Operation. Rifle and Pistol Ranges normal hours of operation are:

Indoor Ranges - 0700 - 1530 Monday through Friday
0730 - 1200 Saturday and Sunday (Drilling Reserve Units Only)

Outdoor Ranges - (Summer - Memorial Day to Labor Day)
0730 - 1530 Monday and Tuesday (live firing)
0730 - 1130 Wednesday through Friday (live firing)

(Winter - Labor Day to Memorial Day)
0730 - 1530 Monday through Friday (live firing)

10. Supervision. All commands utilizing the NAVPHIBASE LCREEK ranges will:

a. Provide a qualified Range Safety Officer/Small Arms Instructor who will have full responsibility for the range during its use and for the safe conduct of all persons on the range during the firing exercise. In the event a command does not have a Range Safety Officer/Small Arms Instructor assigned, include in the request for the ranges that NAVPHIBASE LCREEK provide this service with justification of why the command is unable to provide a Range Safety Officer.

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b. Conduct a safety brief (enclosures (1) or (2)) by the Range Safety Officer for all personnel using the range no earlier than 48 hours in advance of the scheduled range date. The Range Safety Officer will ensure the safety brief is read and signed. Prior to firing, a completed copy of enclosure (1) or (2) will be provided to the NAVPHIBASE LCREEK Range Supervisor to document the completion of the safety brief.

c. Ensure small arms are properly safeguarded at all times.

d. Provide sufficient personnel at the Outdoor Ranges to man perimeter safety posts at all times during firing periods. Safety posts will be assigned as follows:

BOTH RANGES OPEN - Rifle Range - 2 beach guards
 Pistol Range - 1 beach guard
 - 1 gate guard

RIFLE RANGE ONLY - 2 beach guards
 - 1 gate guard

PISTOL RANGE ONLY - 1 beach guard
 - 1 gate guard

e. Provide a Hospital Corpsman as required. Due to the close proximity of Boone Medical Clinic and NAVPHIBASE LCREEK Fire and Rescue Department, with reliable radio communications established, a Hospital Corpsman is not required to be present while live firing is being conducted on weekdays. However, a Hospital Corpsman is required when special permission is obtained to conduct training on Saturdays and Sundays or after 1600 on weekdays.

11. Safety Precautions. Range safety is paramount. Before firing, the Range Safety Officer will give a Weapons Safety Brief on the course being fired. The Range Safety Officer will be responsible for the conduct of personnel, ensuring safety precautions and safe handling of weapons are observed at all times. Deviation from this instruction is not authorized. The following safety precautions will be enforced:

a. Everyone will obey range rules.

b. No one will go beyond the firing stations without first obtaining permission from the Range Safety Officer.

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c. After every firing cycle, police all spent brass and targets and place in containers provided. Spent brass must be separated by caliber. No spent brass will be removed from the range areas.

d. Command representatives/Range Safety Officers are responsible for their own weapons and ammunition and will exercise control thereof.

e. All persons present on the range will act in a military manner and are responsible to the Range Safety Officer. If a command's personnel are acting irresponsibly or in an unsafe manner, the NAVPHIBASE LCREEK Range Safety Officer will secure the operation and immediately notify the Training Officer of the incident.

f. Eating, drinking, chewing gum or tobacco, or applying substance to the facial area (i.e., eyedrops, cosmetics, etc.) are prohibited in all range bays/areas.

g. When firing is in progress, display red flags at designated locations along the beach front and range entrances.

h. During firing at the Outdoor Ranges ensure the fire symbol identifying the presence of 1.4 material is displayed at the guard shack. Secure the fire symbol identifying the presence of 1.4 material prior to securing the range.

i. Suspend firing whenever any vessel is within the firing range danger zone and during periods of low visibility (4000 yards or less).

j. Maintain radio communications with beach and gate guards.

k. Eye protection and double hearing protection is required on all ranges.

12. Personal Weapons. Firing of personal weapons is authorized when:

a. Commands/units with special requirements that mandate qualification with personal weapons.

b. Special authorization is provided by Commanding Officer, NAVPHIBASE LCREEK.

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13. Civilian Marksmanship Training. In accordance with reference (b), CO, NAVPHIBASE LCREEK is authorized to extend privilege of using ranges to recognized schools, colleges, police organizations, as well as rifle, pistol, skeet, and trap clubs, provided that such use will not interfere with Navy small arms training.

a. CO, NAVPHIBASE LCREEK will approve all applications by the organization. Applications will be submitted a minimum of 30 days in advance of the desired date. The following information will be contained in the request:

- (1) Name of organization.
- (2) Mailing address.
- (3) Point of contact.
- (4) Phone number.
- (5) Brief description of organization's activities.
- (6) List of all personnel participating in the range activity.
- (7) Documentation of the organization's liability insurance coverage.

b. All civilian and non-active duty military personnel are required to sign a release of liability form (enclosure (3)) prior to using the range facilities.

c. Civilian organizations may be denied permission to use the ranges if there are any occupational health risks present as determined by the most recent Industrial Hygiene Survey and at the discretion of the Commanding Officer.

d. All participants must be 18 years of age or older.

e. All weapons will have a pre-firing inspection conducted by the Range Safety Officer prior to firing.

f. Organizations must provide a certified small arms instructor who has completed any one of the courses listed in reference (b).

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Individuals desiring to transport personal weapons on the base to participate in an approved organization event will complete a Vehicle and Weapons Registration Form (enclosure (4)) prior to bringing any weapon onto the base. The completed form will be sent to the NAVPHIBASE LCREEK Security Officer with a copy to the NAVPHIBASE LCREEK Storefront Ordnance Officer. The organization point of contact will contact Base Security at 462-4444 to arrange a weapons escort by NAVPHIBASE LCREEK Police to the range and off base at completion of firing.

h. The organization must maintain a primary liability insurance policy which includes the United States as named insured for the following minimum amounts: \$500,000 per person, \$1,000,000 per occurrence for injury or death, and \$100,000 per occurrence for property damage.


14. Cleanup Requirements. Units utilizing any range facility will clean the ranges per enclosure (5) and (6). A NAVPHIBASE LCREEK Range Safety Officer will inspect the ranges for cleanliness prior to securing the firing unit.

15. Emergency Procedures

a. Fire. NAVPHIBASE LCREEK Fire Department will respond to the scene as quickly as possible. On scene personnel will try to extinguish the fire if possible. If personnel in the area can not control the fire, evacuate all personnel from the area. All personnel will know the location of fire extinguishers and fire alarm boxes in the vicinity of their work. Each individual will be thoroughly instructed in the procedures to be followed for fires and other casualties.

b. Injury to Personnel. Contact base security immediately (462-4444). Personnel around the injured person should make them as comfortable as possible and administer first aid until help arrives.

c. General Emergency Procedures. Contact base security by radio. The dispatcher will contact the Training Officer, who will contact Explosive Ordnance Division. The dispatcher will also contact the Storefront Ordnance Officer, Explosive Safety Officer, and Security Officer.


W. C. WRIGHT, Sr.

NAVPHIBASELCREEKINST 8000.5

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Distribution:

NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P

List IA, IB (1, 1A, 2, 2A, 3, 3A only), IC, ID - Case A

List II

List III

Stocked by:

Commanding Officer

Naval Amphibious Base Little Creek

2600 Tarawa Court, Suite 100

Norfolk, VA 23521-3297

20 AUG 1999

NAVPHIBASE LITTLE CREEK INDOOR RANGE SAFETY BRIEF

1. NAVPHIBASE LCREEK Range Safety Officer is overall in charge of range operations and safety regulations.
2. Unit Range Safety Officer/Small Arms Instructors are responsible for their personnel while on the range.
3. Only personnel actually shooting, line coaches, and Range Safety Officers are allowed on the range while firing.
4. Anyone, at anytime, can call "cease fire" when observing an unsafe condition or act.
5. Treat every weapon as if it were loaded.
6. Never point a weapon at anything you do not intend to shoot. Keep all weapons pointed down range at all times.
7. Keep trigger finger off the trigger and the weapon on safe until the command to fire is given.
8. Load weapons only on command.
9. Fire and cease fire weapons only on command.
10. Should a weapon malfunction, raise your non-firing hand, keeping your weapon pointed down range and an instructor will clear your weapon.
11. Do not bend down to pick up anything off the deck while handling a weapon or while on the firing line.
12. Never bench a loaded weapon.
13. Horse play will not be tolerated on any range.
14. Eye protection and double hearing protection is required. NAVPHIBASE LCREEK provided hearing/eye protection will not be removed from the range.
15. Personnel who have taken prescription medications or who have consumed alcoholic beverages within eight (8) hours of the firing exercise will not be permitted to train or shoot.

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16. Light duty, limited duty, or pregnant Sailors will not be permitted to train or shoot.
17. Smoking is only allowed in designated smoking areas.
18. At the completion of firing, the user command is responsible for cleaning the range as required by enclosure (5).
19. The user command's Range Safety Officer/Small Arms Instructor will ensure pre-fire maintenance has been completed on all weapons in accordance with applicable Maintenance Requirement Card's.
20. All personnel participating in live firing must have received a safety brief and weapons familiarization training within 48 hours of firing.
21. Command/units using NAVPHIBASE LCREEK provided weapons will clean them in accordance with applicable MRC's prior to securing.
22. Consumable items (i.e., ear muffs, foam ear protection, eye protection, adhesive spray, targets, weapons cleaning materials, etc.) will be provided by commands/units utilizing the ranges.
23. Sweeping is prohibited inside the Indoor Ranges due to lead abatement requirements.
24. Personnel firing any weapon must wash exposed skin areas after shooting before leaving the Indoor Range building.
25. Eating, drinking, chewing gum or tobacco, or applying substance to the facial area (i.e., eyedrops, cosmetics, etc.) are prohibited in all range bays/areas.

I hereby certify that I have read the above range safety procedures to all personnel firing this date and accept the duties as Range Safety Officer outlined herein.

Small Arms Instructor
Print Name

User Command/NAVPHIBASE RSO

Date

Signature

Phone/ext.

20 AUG 1999

NAVPHIBASE LITTLE CREEK OUTDOOR RANGE SAFETY BRIEF

1. NAVPHIBASE Range Safety Officer is overall in charge of range operations and safety regulations.
2. Unit Range Safety Officer/Small Arms Instructors are responsible for their personnel while on the range.
3. Only personnel actually shooting, line coaches, and Range Safety Officer are allowed on the range while firing.
4. Anyone, at anytime, can call "cease fire" when observing an unsafe condition or act.
5. Treat every weapon as if it were loaded.
6. Never point a weapon at anything you do not intend to shoot, keep all weapons pointed down range at all times.
7. Keep trigger finger off the trigger and the weapon on safe until the command to fire is given.
8. Load weapons only on command.
9. Fire and cease fire weapons only on command.
10. Should a weapon malfunction, raise your non-firing hand, keeping your weapon pointed down range and an instructor will clear your weapon.
11. Do not bend down to pick up anything off the deck while handling a weapon or while on the firing line.
12. Never bench a loaded weapon.
13. Horse play will not be tolerated on any range.
14. Eye protection and double hearing protection is required. NAVPHIBASE provided hearing/eye protection will not be removed from the range.
15. Personnel who have taken prescription medications or who have consumed alcoholic beverages within 8 hours of firing exercise will not be permitted to train or shoot.

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16. Light duty, limited duty, or pregnant sailors will not be permitted to train or shoot.
17. Smoking is only allowed in designated smoking areas.
18. At the completion of firing, the user command is responsible for cleaning the range as required by enclosure (7).
19. The user command's Range Safety Officer/Small Arms Instructor will ensure pre-fire maintenance has been completed on all weapons in accordance with applicable MRC's.
20. All personnel participating in live firing must have received a safety brief and weapons familiarization training within 48 hours of firing.
21. Command/units using NAVPHIBASE Little Creek provided weapons will clean them in accordance with applicable MRC's prior to securing.
22. Consumable items (i.e. ear muffs, foam ear protection, eye protection, adhesive spray, targets, weapons cleaning materials, etc.) will be provided by commands/units utilizing the ranges.
23. Personnel firing any weapon must wash exposed skin areas as soon as possible after shooting. This may be done at the indoor range building.
24. Eating, drinking, chewing gum or tobacco, or applying substance to the facial area (i.e. eyedrops, cosmetics, etc.) are prohibited in all range bays/areas.

I hereby certify that I have read the above range safety procedures to all personnel firing this date, and accept the duties as Range Safety Officer outlined herein.

Small Arms Instructor
Print Name

User Command/NAVPHIBASE RSO

Date

Signature

Phone/ext.

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NAVPHIBASE LITTLE CREEK CIVILIAN RELEASE OF LIABILITY FORM

NAME: _____

ADDRESS: _____

For consideration of being permitted to enter and use the NAVPHIBASE LCREEK, Norfolk, VA., small arms ranges, I hereby release, hold harmless, and forever discharge for myself and my heirs, the U.S. Government, it's employees, assigns and agents, from all claims or liabilities arising from, or out of, use of small arms ranges located at NAVPHIBASE LCREEK, Naval Norfolk, VA and use of firearms connected to such activity, including but not limited to any damage to my property, injury to my person, or my death occasioned as a result of said use during calendar year ____.

I attest and verify that I have full knowledge of the risks and danger involved in the use of small arms ranges and firearms and I agree to assume the risk associated with such activity which is inherently dangerous.

I do further hereby agree to reimburse and indemnify the U.S. Government, it's employees, assigns and agents, against any claims or liabilities arising from, or out of, use of small arms ranges located at NAVPHIBASE LCREEK, Norfolk, VA or firearms connected to such activity, for any loss, damage, or costs they may incur as a result of any action taken by me. I also agree to take all necessary and reasonable efforts to preserve and protect any property owned by the U.S. Government, it's employees, assigns or agents during said use of small arms ranges and firearms.

WITNESS my hand this _____ day of _____, 19__

Signature

Witnesses:

Signature/Date
Print Name:_____
Signature/Date
Print Name:

20 AUG 1999

NAVPHIBASE LITTLE CREEK VEHICLE AND WEAPONS REGISTRATION FORM

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Next of Kin: _____

Relationship: _____

Emergency Phone Number: _____

Vehicle Information: Make _____ Model _____
Year _____ Color _____

State _____ License Plate Number _____

Weapons:

Brand	Caliber	Serial No.	Ammo
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I have read and understand the rules and regulations and have provided complete, accurate information concerning vehicles and weapons registration.

Signature Date

NAVPHIBASE Security Officer Date

20 AUG 1999

NAVPHIBASE LITTLE CREEK INDOOR RANGE CLEANING ASSIGNMENT SHEET

1. Range Area

- a. Place all used targets in trash bin.
- b. Pick up all spent brass by hand and place into proper barrels.
- c. Remove all trash from the range.
- d. Remove all ammunition cans from the range.

2. Classroom Area

- a. Empty all trash cans.
- b. Tables and chairs are neat and orderly.
- c. Clean the marker board.
- d. Sweep and swab classroom.

3. Gee-dunk Area

- a. Pick up all trash and empty all trashcans.
- b. Place all aluminum cans in recycling bin.
- c. Sweep and swab gee-dunk area.

4. Heads

- a. Empty all trash cans.
- b. Use general cleaning products for proper sanitation.
- c. Wipe down all sinks, urinals, and toilets.
- d. Sweep and swab heads.
- e. Replenish paper towels and toilet paper.

5. Smoking area

- a. Pick up all trash and cigarette butts.
- b. Empty all trash and cigarette butt cans.

NOTE: Personnel are not to be secured until completion of an inspection by the Range Safety Officer. Failure to comply with all requirements above will result in loss of future range privileges.

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NAVPHIBASE LITTLE CREEK OUTDOOR RANGE CLEANING ASSIGNMENT SHEET

1. Range Area

- a. Place all used targets in trash bin.
- b. Pick up all spent brass by hand and place into proper barrels.
- c. Remove all trash from the range.
- d. Remove all ammunition cans from the range.

2. Heads

- a. Pick up all trash.
- b. Replenish toilet paper.

3. Smoking area

- a. Pick up all trash and cigarette butts.
- b. Empty all trash and cigarette butt cans.

NOTE: Personnel are not to be secured until completion of an inspection by the Range Safety Officer. Failure to comply with all requirements above will result in loss of future range privileges.

NAVPHIBASELCREEKINST 8000.5

20 AUG 1998

Date _____

From: Ordnance Officer (user command)

To: NAVPHIBASE Little Creek Ordnance Officer (N34)

Subj: CERTIFICATION OF COMPLETION OF REQUIRED CLASSROOM
INSTRUCTION

Ref: (a) NAVSEA OP 5, Volume 1, 6th Revision
(b) OPNAVINST 3591.1 (Series)
(c) OPNAVINST 5100.23 (Series)
(d) SPCCINST 8010.12 (Series)
(e) COMNAVSURFLANTINST 3000.2 (Series)
(f) NAVPHIBASELCREEKINST 5100.1 (Series)
(g) NAVPHIBASELCREEKINST 5440.1 (Series)
(h) 29 CFR 1910.1025
(i) NAVPHIBASELCREEKINST 8000.3 (Series)
(j) Standard Operating Procedures NAB-ORD-003

The following personnel participating in small arms
qualifications on (date) have received a safety brief and
weapons familiarization training within the last 48 hours per
references (a) through (j).

NAME	NAME	NAME	NAME
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature

Enclosure (7)